

**TM-2 PREPARER COURSE**

**USING NASA'S TRAVEL MANAGER SYSTEM**

**TRAVEL MANAGER WEB LOGIN**

This document contains the logon procedures for accessing Travel Manager Web Version 8.0. The database and programs used are located at Marshall Space Flight Center (MSFC).

Travel Manager has two login procedures.

The **first** procedure (A) is used the first time an approved user logs on to Travel Manager. A password and signature PIN must be set initially.

The **second** procedure (B) is used for all established logins.

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**A. LAUNCH BROWSER AND TRAVEL MANAGER LOGIN SCREEN**

1. Launch a supported Web browser

**NETSCAPE 4.7x**

or

**Microsoft Internet Explorer 5.x.**

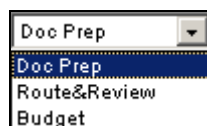
**NOTE**

*MAC Users are required to use Microsoft Internet Explorer (5.x).*

2. The URL for training will be supplied by the instructor.
3. The GELCO Travel Manager login screen will display.




4. Login will default to the **Doc Prep** module in the drop down list. The Traveler should always verify that **Doc Prep** is the default.



The **Route&Review** module is accessible to the Center Administrator and selected users.


The **Budget** module will not be used by the Agency.

**B. INITIAL USER LOGIN PROCEDURES**

1. For training purposes, enter **24user###** in the **User Name** field. (The 24 is the Center ID. The ### represents a unique value assigned to each class member.)
2. Press **[Tab]** to advance to the **Password** field and enter the password supplied by the instructor. Click the  button in the Login window.

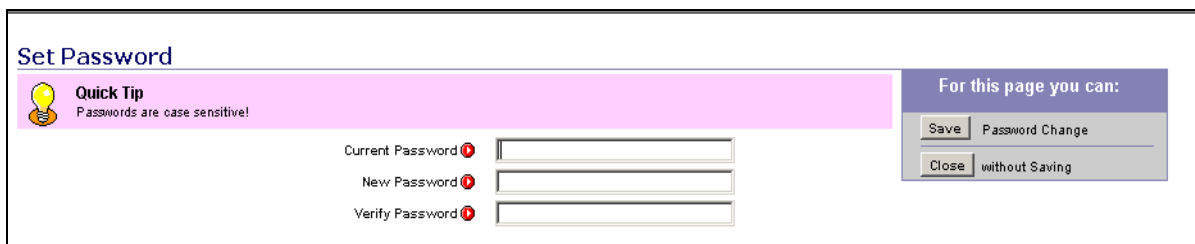
**NOTE**


All MAC Users at this point must click their cursor in password box and press enter.

3. Click the  button in the **New User** warning screen.



4. The **Set Password** Screen will appear.



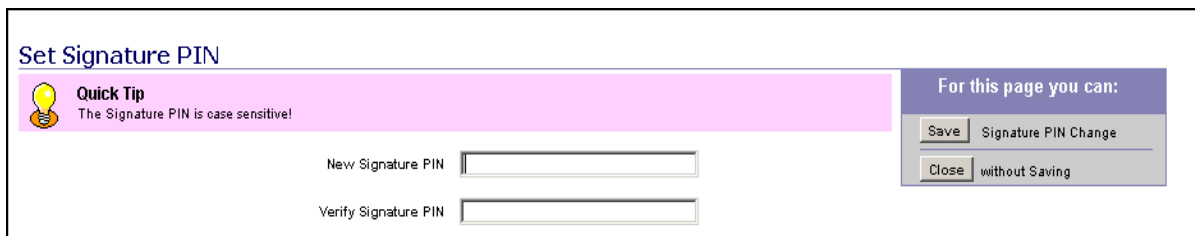
5. Enter the assigned password value from step 2 in the **Current Password** field.
6. Press **[Tab]** and enter a new password, supplied by the instructor, in the **New Password** field.
7. Press **[Tab]** and reenter the new password in the **Verify Password** field.
8. Click the  **Password Change** button in the 'For this page you can:' area in the top right.

**NOTE**

*Passwords are Case Sensitive. They must be 8-16 characters in length, using any combination of letters, numbers and keyboard symbols. At least 1 of the 8 or more characters must be a number. Keep your Password CONFIDENTIAL!!!*

*Passwords will expire every 90 days to conform to NASA security regulations. The password will be locked after 5 incorrect login attempts. Call the Help Desk to reset the password for login access.*

9. The **Set Signature PIN** screen will display.



10. Enter the new password value (supplied by the instructor) in the **New Signature PIN** field and press [Tab].
11. Reenter the new signature PIN in the **Verify Signature PIN** field.
12. Click the **Save** **Signature PIN Change** button in the 'For this page you can:' area in the top right.
13. The **Travel Manager Main Web** page will display.



**C. ESTABLISHED USER LOGIN PROCEDURES FOR THE WEB**The login screen features a large graphic on the left showing a globe, a computer keyboard, and a mouse, with the text "Gelco Travel Manager® 8.0" overlaid. On the right, there is a login form with a "powered by Gelco Information Network" logo at the top. The form includes fields for "User Name" and "Password", a "Login" button, a dropdown menu currently set to "Doc Prep", and a "Cancel" button. Below the dropdown, there is a small text link: "Use Conditional on Acceptance of Privacy Act Notice below".

powered by  
Gelco  
Information Network

User Name

Password

Login

Doc Prep

Use Conditional on Acceptance  
of Privacy Act Notice below

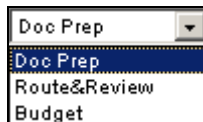
Cancel

1. Enter the appropriate **User Name**.
2. [Tab] to the **Password** field and enter the appropriate password.

**NOTE**

Remember, all MAC Users must click cursor in the password box and press enter.

3. Login will default to the **Doc Prep** module in the drop down list. The traveler should always verify that **Doc Prep** is the default.

A screenshot of a web dropdown menu. The menu is open, showing four options: "Doc Prep" (which is highlighted with a blue background), "Route&Review", and "Budget". The text "Doc Prep" is also visible in the dropdown's header area.

Doc Prep

Doc Prep

Route&Review

Budget

4. Click the **Login** button. The **Travel Manager Main Web** page will be displayed.

The main web page has a purple header bar with "Setup", "Reports", "Logout", and "Help" links. On the right side of the header, it says "Document Preparation". On the left, there is a sidebar with a "User:" section showing "Tommy Traveler" and a "Traveler:" section. Below these are several menu items with expand/collapse icons: "Create a New Document", "Open Existing Document", "Review Documents", "Delete Documents", "Copy Document", and "Import Documents". The main content area is currently blank.

Setup Reports Logout Help

Document Preparation

User:  
Tommy Traveler

Traveler:

▶ Create a New Document

▶ Open Existing Document

▶ Review Documents

▶ Delete Documents

▶ Copy Document

▶ Import Documents